

Westin Hills Townhome Owners Association Board of Directors

Meeting Minutes for November 12, 2018

Attending: Lee Schaller, Ed Honig, Richard Furst, Cara Woosley, Zachary Ahlf

1. Meeting minutes for October were approved for publication. Cara reported she had no feedback or comments from members about the tree trimming.
2. Zachary reviewed the financial results through October, made some projections through the end of the year and reviewed the 2019 final budget for approval. Invoices were approved and checks signed as shown on the financial reports. The board discussed the status of Liens and collections for the month. Cara is still following up with the attorney regarding the procedure for payment of expenses involved with the maintenance of all Liens from initiation through final resolution.
3. Ed agreed to conduct a review throughout the neighborhood to determine whether to follow through with paying for a second "Fall Cleanup" of leaves now or to wait for the Spring cleanup. Discussion ensued regarding how Cliff conducts the cleanup and the billing for it.
4. The November Newsletter draft was reviewed, discussed, and approved for issuance.
5. Lee provided her final update and records to Cara on the membership contact information she has built and maintained. Lee announced she has already moved to her new home and this will be her last Board meeting as the new owner will have "the keys" on November 21st.
6. Cara will make some calls in an attempt to obtain a commitment from a member to replace Lee on the Board for the year of 2019 only. This will be by appointment with Ed and Richard needing to approve the appointment for a third officer. We need this to happen in time for the new Officer to attend the December meeting.
7. Cara reviewed the packet she has prepared for the annual meeting mailings and the schedule to be followed. She and Zachary will work together to obtain the equipment necessary for Zachary's presentation at the meeting.
8. Final meeting for the year is December 12, 2018, 10 AM at the PJ Morgan office. Ed Honig will take over as President of the Association effective at the close of today's meeting and will provide the agenda and preside over the meetings going forward.
9. Having adjourned, all of us closed the meeting with an ovation for Lee's service the past 2-Plus years. We wish her well in her new digs and hope she will come back for visits and consults when we need her. Respectfully submitted, Richard Furst, Secretary.